

St. Pius X Parish
Board of Education Meeting Minutes
Monday, September 12, 2011

- I. **Opening Prayer** – Father Joe lead the opening prayer.

- II. **Roll Call** was taken by Kelly Huntsman.
Members Present: Jill Godfredsen, Kelly Huntsman, Chris Kyhl, Mark Youngers, David Stark, Kyle Greening, Debbie Sheehy, Dean Flyr, Michael Riesberg, Larry Zahm, Mary Heinrich Msgr. Joe McDonnell
Members Absent: Donna Raemaker Zahm
Members Excused: Tom Hobt

- III. **Acceptance of Agenda.** A motion was made by David Stark and was seconded by Dean Flyr to approve the agenda. Motion passed.

- IV. **Approval of Minutes from August 1 Meeting.** A motion was made by David Stark and was seconded by Michael Riesberg to approve the minutes from the August 1 meeting. Motion passed.

- V. **Open Forum.** Jan Rau spoke about staff knowledge of basic first aid for students who have injuries while at school. She requested that staff receive some type of basic training each year.

- VI. **Board Development.** Jill distributed a draft copy of the BOE strategic plan.
Four goals have been established by the BOE.
Goal 1 is to improve academic performance. Mr. Zahm and Mary Heinrich will develop one to three measureable and specific goals and tactics/strategies to achieve these goals. The BOE suggested that they consider focusing on improvement in one subject area each year.
Goal 2 is to improve school enrollment. The marketing committee was assigned to develop specific and measurable goals and tactics/strategies.
Goal 3 is to improve revenue streams (financial position) for St. Pius X School and Faith Formation. The Finance Committee was assigned to further develop this goal starting with identifying needs within the school. Input from teachers should be considered.
Goal 4 is to improve the spiritual health of our students. Mr. Zahm and Mary Heinrich will further develop this goal along with tactics/strategies.
All groups will be asked to report on status at the next BOE meeting in October. The BOE is responsible for reviewing the goals, providing feedback and supporting the work.

Administrative Reports.

Principal's Report. Mr. Zahm reported that we have 371 students enrolled this year including 29 preschool students. This includes children from 229 families (213 families without preschool). Our capacity is 450 students (not counting preschool). It was suggested that Board members have conversations with new families who enrolled to find out why they chose St. Pius. Deb Sheehy will talk with Courtney Matt (Welcome Committee) about making arrangements to speak with the new families and ask these questions. There was a tour given today to a new family. The BOE asked that the tour report/spreadsheet be included as part of the marketing report each month.

Director of Faith Formation. Mary Heinrich distributed her report. There will be a silent auction held for Faith Formation at the March 2 fish fry. There will children and adult items available for bid. The middle school will also be doing a bake that evening as well. It was suggested that the Marketing Committee also review the Faith Formation list as part of the marketing plan.

Mary discussed future changes to the Mass. She distributed several books and handouts that will be utilized to educate students at the school and at Faith Formation.

- VII. **Teacher Representative Report.** Mrs. Peterson was the teacher representative for this month's meeting. She reported that the kids are very excited about the new playground. She also indicated that the dismissal process has been improving and that teachers and staff are doing their best to get children to their cars safely. A question was raised from a parent about girls wearing feathers in their hair. The BOE supported Mr. Zahm's decision to interpret and set dress code policy for the school and asked that Mr. Zahm follow up with the parent.
- VIII. **Committee Reports.**
Finance Committee. The Finance Committee monthly report for July was reviewed.
Marketing Committee. Kelly Huntsman distributed the agenda/notes from the last marketing meeting as well as a summary of marketing committee activities and effectiveness. The Marketing Committee discussed contracting for a part time marketing person to implement specific marketing objectives aimed at increasing enrollment if funding could be found to support it. The first step is for the Finance Committee to meet with Bill Duff to see if there is an incoming stream of revenue from the Out of Parish tuition funds that might be able to support the part time (or contracted) position.
- IX. **President's Report.** Jill acknowledged that it is the responsibility of the Board to welcome input from parents and share that input with the BOE and Mr. Zahm so that concerns can be addressed. In addition, a handout was distributed outlining committee assignments. If there are any changes that need to be made to the assignments, BOE members should let Mr. Zahm or Jill know.
- X. **New Business.**
Pastoral Council Rep for August 2. Jill Godfredsen will be the board representative for the October 4 Pastoral Council Meeting.
Next Month's BOE Agenda. A follow up report on strategic goal development will be sought from assigned committees and individuals.
- XI. **Adjournment.** A motion was made by Dean Flyr and seconded by Chris Kyhl to adjourn the meeting. Motion passed.
- XII. **Executive Session.** David Stark made a motion to open the Executive Session and Mark Youngers seconded.

A motion was made by Mary Heinrich and seconded by Debbie Sheehy to close Executive Session.
- XIII. **Reopen Board Meeting.** A motion was made by David Stark and seconded by Kyle Greening to reopen the BOE meeting.
A teacher request was presented. Mark Youngers made a motion to approve the request and Dean Flyr seconded the motion. The motion was approved.
The BOE discussed first aid for staff. A motion was made by Dean Flyr and seconded by Mark Youngers that that the school nurse provide basic first aid training to teachers on an annual basis at the beginning of the school year and establish some basic procedures and that several staff or faculty (one per unit) be certified in first aid and CPR/AED use. The motion was approved.
- XIV. **Adjournment.** A motion was made by David Stark and seconded by Michael Riesberg to adjourn the meeting.

Respectfully submitted by: Kelly Huntsman